



aparent@sfu.ca
<https://www.amyparent.ca/>

JOB POSTING: INDIGENOUS RESEARCH PROJECT MANAGER

Appointment Type: Part-Time, Contract (17–20 hours/week, with potential for extension and additional hours)

Contract Term: October 2025 – August 31, 2026

Location: Burnaby Campus, Vancouver Campus, and in-community (travel as required)

Start Date: Preferred October 6, 2025; applications reviewed on a rolling basis until position is filled

Position Summary: The Faculty of Education is seeking an Indigenous Research Project Manager to support the Canada Research Chair in Indigenous Education & Governance and UNESCO Co-Chair programs, led by Dr. Amy Parent, Inaugural Associate Director of the Cassidy Centre for Educational Justice.

The role requires a high degree of expertise with Indigenous knowledge systems, protocols, and values, particularly in working with BC First Nations communities, as well as an ability to navigate academic, governmental, and community-based contexts. The Indigenous Research Project Manager must balance high-level coordination with detail-oriented administrative and technical work, ensuring respectful, culturally informed engagement. The successful candidate will ensure projects are delivered on time, within scope, and aligned with the priorities of the Canada Research Chair and UNESCO research chair programs.

The Indigenous Research Project Manager will play a key role in coordinating complex, multi-partner, multi-year Indigenous-led research and knowledge mobilization projects, community engagement, events, grant competitions, sponsorship and partnership development, and diverse knowledge mobilization projects (including film and media).

Key Responsibilities Include:

- Develop, implement, and oversee detailed project plans, budgets, and timelines
 - Plan, coordinate, and oversee complex, multi-partner, multi-year projects.
 - Coordinate Indigenous-led research and knowledge mobilization initiatives.
 - Build and maintain strong relationships with Indigenous communities, academic partners, government agencies, and other stakeholders.
 - Coordinate events, conferences, and community gatherings.
 - Provide administrative support for reporting and policy briefs (e.g., submission through institutional systems, formatting files, budget co-development, preparing bibliographies, and ensuring word count and compliance requirements are met).
 - Support the coordination of film, multi-media, and publication projects (e.g., contracts, insurance, scheduling, and logistics).
 - Monitor project progress, budgets, and deliverables to ensure alignment with strategic priorities.
 - Assist with preparation of reports, presentations, and knowledge mobilization materials for diverse audiences.
 - Liaise with Indigenous Matriarchs, Knowledge Keepers, and leadership in alignment with culturally respectful protocols.
 - Provide direction and follow-up support for research assistants, ensuring tasks are completed after initial team meetings.
 - Oversee communications, media releases, and project knowledge mobilization activities.
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Qualifications

Education & Experience

- Masters degree in Education, Indigenous Studies, or a related field
- Minimum of three years' experience in project management, preferably in post-secondary, Indigenous, or research settings.
- Experience in Indigenous-led research and/or governance work is highly valued.
- Given the workload and scope of this position, it is best suited for a working professional rather than someone concurrently engaged in a full-time doctoral program.

Knowledge

- Understanding of Indigenous governance, self-determination, and research ethics.
- Experience with Indigenous-led research, knowledge mobilization, and community engagement.
- Familiarity with Kuali research protocols, including proposal submission, protocol management, and ethics application.
- Experience with knowledge mobilization projects (film, multimedia & publications)
- Familiarity with various multi-media software and platforms, including Canva, Adobe Creative Cloud, YouTube, Vimeo, Facebook, and LinkedIn (with an interest to learn new technology as it emerges).

Skills

- Strong project management skills with proficiency in relevant tools (e.g., MS Office, Outlook).
- Experience managing projects across a range of budgets, from large-scale initiatives to limited-resource contexts.
- Proven ability to coordinate complex, multi-partner, multi-year projects.
- Skilled in managing budgets, contracts, and event logistics.
- Proficient in FINS, FAST, and other accounting-related tools preferred (or willingness to learn).
- Expertise in event coordination, fundraising, grant competitions, sponsorships, and partnership development.

Abilities

- Able to work respectfully and effectively with Indigenous communities and leadership.
- Exceptional organizational skills with the capacity to manage competing priorities and tight deadlines in fast-paced, collaborative environments.
- Proactive and self-initiating, with the ability to anticipate needs and independently move projects forward with team coordination.
- Strong communication and relationship-building abilities with diverse rightsholders.
- Strong attention to detail and precision in reviewing instructions, formatting, and institutional compliance requirements.

Remuneration

For contractors, remuneration will be negotiated based on experience, qualifications, and project funding availability.

Application Process

The Canada Research Chair team is excited to work with someone who shares our commitment to Indigenous self-determination, rematriation, and contributing to meaningful relational processes for systemic transformation. If this role speaks to you, we encourage you to apply and join us in undertaking our shared responsibilities and exploring how we can work together. We recognize that this work is deeply relational, and we appreciate the time and energy you put into considering this opportunity.

To apply, please submit a cover letter, CV, and contact information for three references to aparent@sfu.ca. **Applications will be reviewed on a rolling basis** until the position is filled. Preferred start date is: **Oct 6, 2025**